

WESTFIELD PUBLIC WORKS



Memorandum

To: Westfield Board of Public Works & Safety
From: Kurt J. Wanninger
CC: Bruce A. Hauk
Date: December 2, 2010
Re: Public Works Department Matters

BOARD OF PUBLIC WORKS
J. ANDREW COOK, MAYOR
JOHN B. HART, BOARD MEMBER
MARK HEIRBRANDT, BOARD MEMBER

CHIEF ADMINISTRATIVE OFFICER
BRUCE A. HAUK

DIRECTOR OF PUBLIC WORKS
KURT J. WANNINGER

Memo to Board Members

Dear Board Members, I would like to take this opportunity to update you regarding some of the activities that have taken place within the Public Works Department over the last month.

Fees Collected

(See Attachment 1)

Department Safety Statistics

(See Attachment 2)

Public Works Progress Report

(See Attachment 3)

Employees of the Month for November and December

The City Services Employee of the Month selection for September 2010 was Jeremy Miller of the Parks Department and the selection for October was Scott Shepard with the Public Works Department.

Please join me in congratulating Jeremy and Scott on this significant achievement.

ATTACHMENT #1

Yearly Permit Fees-2010

Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 150.00	\$ 705.00	\$ -	\$ 575.00	\$ 1,715.00	\$ 1,625.00	\$ 2,000.00	\$ 2,425.00	\$ 1,535.70	\$ 1,740.00	\$ 725.00	\$ -
Sewer Availability Fees	\$ 72,450.00	\$ -	\$ 306,710.00	\$ -	\$ 24,664.69	\$ 6,056.18	\$ 49,770.00	\$ 16,764.00	\$ 9,156.11	\$ 165,080.00	\$ -	\$ -
Sewer Tap Fees	\$ 11,964.00	\$ 21,600.00	\$ -	\$ 87,840.00	\$ 32,400.00	\$ 14,400.00	\$ 12,000.00	\$ 10,938.00	\$ 52,896.00	\$ 11,286.00	\$ -	\$ -
Subsequent Sewer Connection	\$ -	\$ 2,660.00	\$ -	\$ 2,280.00	\$ 3,040.00	\$ 1,520.00	\$ 13,690.00	\$ 5,305.00	\$ 9,083.60	\$ 1,140.00	\$ 909.00	\$ -
Water Availability Fees	\$ 44,325.00	\$ -	\$ 159,077.70	\$ -	\$ 13,383.14	\$ 2,898.43	\$ 7,248.21	\$ 27,896.49	\$ 4,781.19	\$ 96,984.00	\$ -	\$ -
Water-3/4" Tap Fees	\$ 6,985.00	\$ 9,000.00	\$ -	\$ 38,100.00	\$ 13,500.00	\$ 7,692.50	\$ 9,148.23	\$ 7,557.50	\$ 11,749.03	\$ 23,290.00	\$ 5,190.00	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -	\$ 4,452.36	\$ 742.06	\$ -	\$ -	\$ -	\$ 1,484.14	\$ -	\$ -
Lawn Irrigation Fees	\$ 120.00	\$ 360.00	\$ -	\$ 240.00	\$ 1,540.00	\$ 1,440.00	\$ 1,200.00	\$ 2,860.00	\$ 1,440.00	\$ 2,330.00	\$ 1,440.00	\$ -
Road Impact Fees	\$ 5,400.00	\$ 21,600.00	\$ 79,772.00	\$ 57,330.00	\$ 14,400.00	\$ 19,800.00	\$ 23,400.00	\$ 40,250.00	\$ 9,000.00	\$ 29,140.00	\$ -	\$ -
Plan Review Fees	\$ 150.00	\$ 150.00	\$ 7,130.00	\$ 1,979.50	\$ 150.00	\$ 1,202.50	\$ 1,560.00	\$ 3,965.00	\$ 1,625.00	\$ 3,665.00	\$ -	\$ -
Inspection Fees	\$ 1,486.50	\$ 1,350.50	\$ -	\$ 1,979.50	\$ 9.95	\$ -	\$ 2,738.00	\$ 3,966.00	\$ 2,830.50	\$ 3,300.99	\$ 2,442.00	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 900.00	\$ 3,280.00	\$ -	\$ 3,200.00	\$ 4,620.00	\$ -	\$ 1,900.00	\$ 2,100.00	\$ 2,100.00	\$ 1,600.00	\$ 2,100.00	\$ -
Erosion Control Penalty Fees	\$ -	\$ 300.00	\$ -	\$ 100.00	\$ 1,000.00	\$ -	\$ 650.00	\$ 250.00	\$ 700.00	\$ 900.00	\$ 400.00	\$ -
Sanitary Sewer Permit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -
Water Permit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ -
Water Service Line Protection	\$ 682.00	\$ 4,846.24	\$ -	\$ 761.76	\$ 692.00	\$ 639.00	\$ 849.00	\$ 762.00	\$ 753.00	\$ 831.00	\$ 639.00	\$ -
Totals per Month	\$ 144,604.50	\$ 65,861.74	\$ 687,765.96	\$ 116,295.95	\$ 87,859.19	\$ 74,831.57	\$ 77,624.95	\$ 167,397.32	\$ 116,114.43	\$ 336,305.00	\$ -	\$ -

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	2009 Totals	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 1,430.00	\$ 5,400.00	\$ 5,700.70	\$ 725.00	\$ 11,025.00	\$ 15,634.00	\$ 25,106.20	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 379,160.00	\$ 30,330.54	\$ 64,982.29	\$ 185,080.00	\$ 218,300.00	\$ 69,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,982.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 121,404.00	\$ 58,800.00	\$ 80,598.00	\$ 11,256.00	\$ 268,072.00	\$ 84,740.00	\$ 407,610.40	\$ 712,264.00	\$ 825,756.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 4,940.00	\$ 18,240.00	\$ 15,528.60	\$ 909.00	\$ 38,590.40	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61	\$ -	\$ -
Water Availability Fees	\$ 203,402.70	\$ 16,291.57	\$ 39,825.89	\$ 96,984.00	\$ 112,252.50	\$ 60,566.80	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,851.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ 54,085.00	\$ 30,340.73	\$ 42,586.53	\$ 5,190.00	\$ 128,495.00	\$ 28,972.50	\$ 212,442.00	\$ 420,874.50	\$ 442,330.00	\$ 270,070.00
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,750.00	\$ 5,865.00	\$ 39,581.17	\$ 53,824.10
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,135.00	\$ 1,500.00	\$ 41,680.00
Subsequent Water Connection	\$ -	\$ 5,194.42	\$ 2,226.20	\$ -	\$ 7,665.00	\$ 3,525.00	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 720.00	\$ 4,180.00	\$ 6,650.00	\$ 1,440.00	\$ 214,012.00	\$ 407,237.54	\$ 432,515.96	\$ 909,894.76	\$ 908,081.55	\$ 566,208.98
Road Impact Fees	\$ 106,772.00	\$ 97,530.00	\$ 72,650.00	\$ 29,140.00	\$ 71,475.00	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,075.00	\$ 24,500.00
Plan Review Fees	\$ 7,430.00	\$ 2,942.50	\$ 9,255.00	\$ -	\$ 19,351.00	\$ 50,065.00	\$ 65,056.60	\$ 93,523.38	\$ 10,536.57	\$ 616.77
Inspection Fees	\$ 4,828.50	\$ 2,747.95	\$ 10,127.49	\$ 2,442.00	\$ 15,300.00	\$ 25,600.25	\$ 43,320.00	\$ 26,904.00	\$ -	\$ -
Map Fees	\$ -	\$ 2,400.00	\$ -	\$ -	\$ 7,500.00	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -	\$ -
Erosion Control Appl. Fees	\$ 390.00	\$ 6,720.00	\$ 5,600.00	\$ 2,100.00	\$ 7,500.00	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 400.00	\$ 1,650.00	\$ 1,850.00	\$ 400.00	\$ 600.00	\$ 2,100.00	\$ 3,000.00	\$ 7,200.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 2,100.00	\$ 5,400.00	\$ 3,000.00	\$ -	\$ -
Water Permit Fees	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 2,100.00	\$ 5,400.00	\$ 3,000.00	\$ -	\$ -
Water Service Line Protection	\$ 6,270.00	\$ 2,180.00	\$ 2,346.00	\$ 639.00	\$ 6,737.00	\$ 952.00	\$ 1,440.00	\$ 3,648.00	\$ -	\$ -
Totals per Quarter	\$ 893,232.20	\$ 278,947.71	\$ 361,136.70	\$ 336,305.00	\$ 1,064,124.50	\$ 3,023,285.79	\$ 2,189,657.07	\$ 3,228,125.50	\$ 7,458,570.94	\$ 4,933,639.66

Type of Fees	10 months of 2009	Oct-09
Encroachment Permits	\$ 10,025.00	\$ 875.00
Sewer Availability Fees	\$ 21,510.00	\$ 3,500.00
Sewer Tap Fees	\$ 26,174.00	\$ 11,268.00
Subsequent Sewer Connection	\$ 36,623.40	\$ 529.00
Water Availability Fees	\$ 10,760.50	\$ 1,800.00
Water-3/4" Tap Fees	\$ 114,525.00	\$ 5,695.00
Water-1" Tap Fees	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -
Lawn Irrigation Fees	\$ 7,145.00	\$ 725.00
Road Impact Fees	\$ 193,159.00	\$ 1,800.00
Plan Review Fees	\$ 15,308.76	\$ -
Inspection Fees	\$ -	\$ 1,216.50
Map Fees	\$ -	\$ -
Erosion Control Appl. Fees	\$ 13,300.00	\$ 100.00
Erosion Control Penalty Fees	\$ 2,700.00	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ -
Water Permit Fees	\$ 600.00	\$ -
Water Service Line Protection	\$ 5,513.00	\$ 721.00
Total	\$ 993,088.65	\$ 26,141.50

Type of Fees	2010 Year to Date	2009
Encroachment Permits	\$ 13,255.70	\$ 13,255.70
Sewer Availability Fees	\$ 659,552.83	\$ 659,552.83
Sewer Tap Fees	\$ 272,068.00	\$ 272,068.00
Subsequent Sewer Connection	\$ 39,617.60	\$ 39,617.60
Water Availability Fees	\$ 356,604.16	\$ 356,604.16
Water-3/4" Tap Fees	\$ 132,212.26	\$ 132,212.26
Water-1" Tap Fees	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -
Subsequent Water Conn.	\$ 7,420.62	\$ 7,420.62
Lawn Irrigation Fees	\$ 12,990.00	\$ 12,990.00
Road Impact Fees	\$ 300,062.00	\$ 300,062.00
Plan Review Fees	\$ 19,627.50	\$ 19,627.50
Inspection Fees	\$ 20,145.94	\$ 20,145.94
Map Fees	\$ 2,400.00	\$ 2,400.00
Erosion Control Appl. Fees	\$ 22,010.00	\$ 22,010.00
Erosion Control Penalty Fees	\$ 4,300.00	\$ 4,300.00
Sanitary Sewer Permit Fees	\$ 300.00	\$ 300.00
Water Permit Fees	\$ 600.00	\$ 600.00
Water Service Line Protection	\$ 11,435.00	\$ 11,435.00
Gross Total for 2010	\$ 1,874,621.61	\$ 1,874,621.61

ATTACHMENT #2

WESTFIELD PUBLIC WORKS MONTHLY ACCIDENT STATISTICAL REPORT FOR OCTOBER 2010

Location	# of employees	# of Hours Worked	Employee Accidents/ Month	Disabling Accidents/ Month	Lost Work Days	Restricted Work Days	OSHA Recordable Accidents	# of Vehicles	# of Miles Driven	# of Vehicle Accidents for the Month	Chargeable Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Accidents/ Incidents
Administrative	5	690	0	0	0	0	0	2	1222	0	0	0	\$0.00
CSC	6	949.75	0	0	0	0	0	1	121	0	0	0	\$0.00
Water	4	572.5	0	0	0	0	0	7	4603	0	0	0	\$0.00
Wastewater	5	667.5	0	0	0	0	0	6	3211	0	0	0	\$0.00
Street-G/M	15	1982.5	0	0	0	0	0	15	6357	0	0	0	\$0.00
Dev/Con-Eng	7	1039	0	0	0	0	0	6	2235	0	0	0	\$0.00
Inst & Controls	2	306	0	0	0	0	0	1	1016	0	0	0	\$0.00
2010	44	6207.25	0	0	0	0	0	38	18765	0	0	0	\$0.00
2009	47	7193.75	2	0	0	0	2	43	21077	0	0	0	\$ -

ATTACHMENT #3

WESTFIELD BOARD OF PUBLIC WORKS MEETING

Westfield Public Works Executive Summary Progress Report

1. Village Park TIF Projects – Greyhound Pass / Western Way and 151st Street from Carey Road to Setters Road.
 - East Access Road – This project was bid on April 4, 2010, the Public Works Department awarded the bid to E&B Paving on September 30, 2010. Right-of-Way acquisition for the East Access Road is substantially complete for the proposed road that will run behind Marsh and Wal-Mart to connect Greyhound Pass to 151st Street.

E&B Paving has paved 151st Street in two locations and is currently installing the storm sewer and preparing the area between Greyhound Pass and 151st Street for Utility Relocations
 - South Union to Western Way Drive (Westfield Blvd.) - The design of this project is on hold until INDOT and Target can come to an agreement on the R/W acquisition of the Target property. Once a determination has been made the City will start survey and design.
2. Eastside TIF Projects – 161st Street and Carey Road. The design and engineering work continues on the 161st Street and Carey Road Round-a-bout. The design of this project is scheduled to be completed this summer, with R/W acquisition and utility coordination beginning late fall to early winter of 2010. At this time, it appears that this project will likely be scheduled for utility relocations in 2010 with construction in early 2011.
3. 156th Street Bridge Relocation over the William Knight Regulated Drain between US31 and Oakridge Road. This project which consisted of removing the existing lane and half 3-sided box culvert and installing a new hydraulically sized con-span arch structure with timber guide rail features is substantially complete. This project cost of \$446,000 is funded out of the City of Westfield's Stormwater Fund. This bridge which was listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List is complete. The only outstanding item is to remove the temporary guiderail and install the designed timber guiderails.
4. Downtown Thoroughfare Plan. Work includes investigation of road network improvements that would support the planned INDOT improvements to US 31 and SR 32, as well as downtown redevelopment envisioned by the Grand Junction Task Force. Concepts have been developed for possible road network improvements in downtown and along the west side of US 31. The 80% planning grant has been approved and the Notice to Proceed was issued from the Indianapolis MPO to support traffic plan development.

5. Maintenance Improvement Plan (MIP) for Roads. This project consists of engineering services for the assessment of existing roads for various parameters such as pavement condition, subgrade conditions, road geometrics, safety requirements and traffic control devices. Once complete, this Road Maintenance Improvement Plan for the City of Westfield transportation network will consist of an ongoing 5-year maintenance plan that will enable the City to establish road improvement priorities and budgets. A database has been designed and implemented for the collection of road and infrastructure data for City Streets and Roads. The data collection is complete and a working draft has been submitted for review.

The two Maintenance Improvement Contracts were issued earlier this year as part of the Maintenance Improvement Plan that was developed. These projects consisted of the 2010 Restriping project and the 2010 Preservative Seal Program.

The 2010 Restriping Project is 100% complete This project was bid as part of collaborative bid process with Hamilton County and the surrounding municipal jurisdictions. This project is estimated to cost approximately \$60,000.

The 2010 Preservative Seal Program is complete and this project consisted of applying Preservative and Restorative RejuvTech material to Springmill and Carey Road from 146th To SR32 and South Union Street from US31 to David Brown (169th Street). This project was started on August 9th and completed on August 20th. The 2010 Preservative Seal Program was quoted to cost \$135,000, however the cost of this project should come in about \$2100 less than quoted.

The third Maintenance Improvement Contract was bid and awarded to Shelly and Sands as part of the 2010 Resurfacing project. This plan consists of widening and resurfacing 161st Street form US 31 to Springmill Road and resurfacing South Union Street from SR32 to South Street. This plan also consists of maintenance improvements to various locations and will consist of deep patching in various locations.

6. Westside Interceptor. Atlas Excavating, Inc. is substantially complete. Remaining items to be completed consist of manhole lining and finish grading. Wetlands mitigation has been completed by Williams Creek Consulting. The interceptor sewer if necessary is complete and ready to accept flows from any proposed developments.
7. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project is in the final design phases. The field survey, utility investigation, and engineering has been completed. VSE Engineering has finalizing plans and prepared easement documentation. This project is now shelf ready and ready to move forward pending funding.
8. Block Grant. The City of Westfield applied for the 2010 Block Grant that will consist of some drainage improvements and sidewalk connections along East Street between the Silver Lakes and Sleepy Hollow Subdivisions. The Public Works Department will defer this project until the Summer of 2011.